



**State Shelter Grant
and
Child Services Coordination Grant
Program Guidelines
Fiscal Year 2011 (July 1, 2010 - June 30, 2011)**

State Shelter Grant Overview

The Virginia Department of Housing and Community Development (DHCD) awards State Shelter Grants to nonprofit and local government providers of emergency shelter and transitional housing facilities for the homeless in Virginia. The State Shelter Grant (SSG) is comprised of both state and federal funds. DHCD provides the state portion of the award through an appropriation from the State General Fund. The federal portion of the SSG is Temporary Assistance to Needy Families (TANF) funds which originate at the U.S. Department of Health and Human Services, Administration for Children and Families and are provided to the Virginia Department of Social Services (DSS). In turn DSS allots a portion to DHCD to administer and distribute as a part of the SSG program.

The goal of SSG is to assist homeless families and individuals by providing financial support, technical assistance and training opportunities for local government and nonprofit agencies that provide services and support through the operation of emergency shelters and transitional housing facilities in Virginia.

Grantees have been selected for a two year period (July 1, 2010 – June 30, 2012). Funds have been awarded through a formula allocation to qualifying applicants. One year contracts have been issued for the first year period (July 1, 2010 – June 30, 2011) and will be renewable based on compliance, performance and available funding.

Funding Levels

DHCD reserves the right to de-obligate and reallocate grantee funds at any point during the contract term based on compliance, performance and the availability of funding.

Note: *It is anticipated that for fiscal year 2012 (July 1, 2011 – June 30, 2012) SSG will be comprised of State General Funds only. Revised guidelines will be issued prior to July 1, 2011.*

Eligible Service Areas

SSG is a statewide program and as such is available to providers throughout the Commonwealth of Virginia.

Objective of SSG funding

- To provide grant funds to emergency shelters and transitional housing facilities for the delivery of services with the ultimate goal of clients achieving permanent housing.

Objectives of TANF funding

- To provide assistance to needy families.
- To end dependence of needy parents by promoting job preparation, work and marriage.
- To prevent and reduce out-of-wedlock pregnancies.
- To encourage the formation of two-parent families.

Eligible Activities**The state portion of the SSG may be used for one or more of the following activities:**

- Grantees may use up to six percent of the SSG award for building related expenses such as minor rehabilitation, repairs and improvements to existing emergency shelters and transitional housing facilities (not intended for facility expansion). Amounts above six percent must receive approval by DHCD.
- Operation costs such as administration (including staff), maintenance, rent, utilities, insurance, supplies and furnishings for emergency shelters and transitional housing facilities.
- The delivery of essential human services that address issues such as employment, substance abuse, education or health. Such services may not duplicate or supplant existing local services and should only be conducted toward meeting program objectives.

The TANF portion of SSG may be used for the following activity:

Operations and supportive services intended to achieve the purpose of the program as described for the state portion of the SSG allocation with the exception of that related to structural rehabilitation, repair and improvements.

Requirements related to SSG TANF:

- SSG TANF funds must be used for services related to individuals who have custody of minor children (includes individuals who are pregnant, who have custody of children less than 18 years old or a full-time secondary school student less than 19 years old who resides with the family).
- There must be an income limit for services provided under TANF. This income limit can be up to 200 percent of the federal poverty limit.

Ineligible Activities

The state and TANF portions of the SSG **may not be used** for the following activities or for any activity that is in violation of federal law or the laws of the Commonwealth of Virginia:

- The provision of shelter or services to persons other than those who are homeless.
- Services related to unaccompanied minors who are not legally emancipated.
- The provision of emergency shelter to the homeless where clients are charged a fee/rent or required to make a donation to receive shelter.
- Services for which Section 8 rental vouchers or other rental subsidies that cover fair market rent costs for transitional housing and/ or emergency shelter units are being received.
- The provision of transitional housing for the homeless if either of the following apply:
 - Program fees charged exceed 30 percent of the resident's income;
 - The total annual income from fees exceeds 50 percent of the last year's total budget for the transitional housing program.
- To acquire/purchase new property (buildings, land, and structures). *Mortgage payments on existing property directly related to shelter services and administration are permissible.*
- Homeless prevention activities such as, but not limited to, mortgage or rental assistance and rental or utility deposits.
- The provision of day shelters with no overnight accommodations.
- Juvenile justice activities.
- Licensed group homes.

The SSG TANF **may not be used** for the following activities:

- Services provided for individuals without a minor child.
- Structural rehabilitation, repair and improvements.
- To provide medical services other than pre-pregnancy family planning services.

Performance Measures

All emergency shelters receiving SSG funds (excluding thermal shelters) must be able to document placement of a minimum of 30 percent of the homeless households served in fiscal year 2011 into permanent housing.

Applicants providing transitional housing must be able to document placement of a minimum of 75 percent of the households that completed the transitional housing program in fiscal year 2011 into permanent housing. "Household" is defined as all clients including single individuals and families.

Program Fees

Transitional housing programs may under specific conditions charge clients a program fee for program support services (not rent or utilities). The program fee can never exceed 30 percent of the household income. All program fee policies must be written and applied consistently within the transitional housing program. Program fees are considered revenue and must be reflected and tracked as such in the program/agency budget and in the grantee's accounting system. Any program fee policy must be appropriate to the target population, used to provide services within the program and be approved by DHCD.

Documentation of Homelessness

Documentation of clients' homelessness situation is an important aspect of SSG program compliance. SSG grantees are required to maintain adequate documentation of homelessness status to determine the eligibility of persons served by DHCD's homeless assistance programs. The documentation is typically obtained from the client or a third party at the time of referral, entry, intake or orientation to the SSG-funded program. A completed *Homeless Certification Form* and any supporting documentation must be maintained in the client file.

Grantees will be monitored for compliance with this documentation requirement.

DHCD defines homelessness using the following definition: A homeless person is someone who is living on the street or in an emergency shelter, or who would be living on the street or in an emergency shelter without DHCD's homelessness assistance. A person is considered homeless only when he/she resides in one of the places/circumstances described below:

- In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, on the street;
- In an emergency shelter;
- In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelters;
- In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution;
- Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing or their housing has been condemned by housing officials and is no longer considered meant for human habitation;
- Is being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; or
- Is fleeing a domestic violence housing situation and no subsequent appropriate residence has been identified and the person lacks the resources and support networks needed to obtain housing.

Termination of Participation and Grievance Procedure

Grantees may terminate assistance provided by SSG-funded activities to clients who violate program requirements. The termination, however, must allow for the due process of the terminated client's rights and be based on written program policies subject to DHCD approval.

Grantees must have in place a procedure that governs the termination and grievance process. These procedures should describe the program requirements and the termination process, as well as the grievance procedure that might, for example, allow clients to request a hearing regarding the termination of their assistance.

Grantees must effectively communicate the termination and grievance procedures to clients and ensure that the procedures are fully understood. For example, the grantee staff might verbally explain the procedures to clients upon entry, intake, or orientation to the SSG-funded program and make the procedures readily available to clients either with written information or by posting the policy in a public place. Posting the policy on a bulletin board in a common area within the facility is an effective way to ensure that the procedures are available for clients to access at any time.

Grantees must be able to demonstrate compliance with the Termination of Participation and Grievance Procedures requirement, which will be confirmed through DHCD monitoring of grantees.

Participation of Homeless Persons in Policy-Making and Operations

The SSG program requires that grantees encourage the participation of homeless persons in projects in a number of ways.

Grantees of SSG funds are required to provide for the participation of at least one homeless or formerly homeless person in a policy-making function within the organization. This might include, for example, involvement of a homeless or formerly homeless person on the Board of Directors or similar entity that considers and sets policy or makes decisions for the grantee agency.

This requirement may be waived, however, only in the case that the grantee agrees to consult with homeless or formerly homeless persons in making policy or decisions. If needed contact DHCD for more details.

Grantees are required to involve program clients in the operation of the SSG-funded program. This involvement includes program clients' employment or volunteering in program activities such as construction, renovation, maintenance, general operation of facilities, or provision of services. For example, a shelter might involve clients in ongoing maintenance tasks or other operations of the facility such as staffing the reception desk. This involvement can include paid and/or volunteer work.

Grantees will be monitored for compliance with these program requirements.

Ensuring Confidentiality

To ensure the safety and security of clients, grantees are required to develop and implement procedures to guarantee the confidentiality of client records. At a minimum, all client paper files and records should be secured when not in use in a locked file cabinet. Client records and files that are stored electronically must be password protected and should only be accessed by authorized agency personnel. Unique client identifiers should be used whenever possible. Confidentiality statements should be used and signed by any staff, volunteers or outside individuals who have access to client information.

Documentation of Service Provision

SSG grantees must maintain accurate client records and documentation. Client files will be reviewed carefully during on-site monitoring visits. Grantees are expected to provide documentation through client files and agency policy and procedure based on the level of supportive services indicated in the approved application.

Records shall be readily accessible to DHCD during the course of the grant agreement time frame and shall remain intact and accessible for **five years thereafter**. The exception is in the event that any litigation claim or audit is started before expiration of the five year period, in which case the records shall be retained until such action is resolved.

Admissions Guidelines

Grantees of SSG funds may give preference to homeless persons who resided in their service area prior to becoming homeless. However, it is expected that any verified homeless person meeting the emergency shelter or transitional housing program's admission criteria will be provided with shelter and services if space is available, with no consideration to previous residency status or last address. Providers of emergency shelter for victims of domestic violence that receive funds through SSG may grant priority to domestic violence victims, but must provide services to women (and their dependents, when appropriate) who are homeless due to other causes when space is available.

Grantees of SSG must have written client admissions policies which are posted or otherwise made known to clients. These must include re-entry policies and procedures, eligibility criteria, rules and responsibilities. All policies and procedures cannot discriminate against clients and must be enforced consistently.

Supportive Services Guidelines

Applicants for all emergency shelter and transitional housing programs are required to offer supportive services at the level that was indicated in approved proposals.

The levels of supportive services are:

✓	Service Level	Service Description
	Intensive Case Management	<ul style="list-style-type: none">• Homelessness documented and verified• Thorough client assessment• Detailed service plan developed• Weekly documented, face to face, meetings that review service plan• Advocacy and referrals to needed services• Group trainings/education• Case files kept with frequent and consistent notes on client progress, agencies referred, budgets• Formally trained case workers who receive on-going, documented, training on issues relevant to the client population *
	Basic Case Management	<ul style="list-style-type: none">• Homelessness documented and verified• Basic, documented assessment• Basic, documented service plans• Regular, documented meetings with clients• Referrals to needed services• Group meetings• Case files kept with client information
	Information and Referrals	<ul style="list-style-type: none">• Homelessness verified• Information and referrals made on an as-needed basis

** Case workers must have a minimum of 20 hours of formal training, either through an institution of higher learning or recognized training classes or sessions in the last three years, on issues related to the homeless population and/or case management skills*

Case files must include evidence of the above stated activities.

Habitability Standards

The following are basic standards to ensure that emergency shelter and transitional housing facilities funded by SSG are safe, sanitary and adequately maintained:

Structure and Materials - The shelter building should be structurally sound to protect residents from the elements and not pose any threat to the health and safety of the residents.

Access - The shelter must be accessible and there should be a second means of exiting the facility in the case of emergency or fire.

Space and Security - Each resident should have adequate space and security for themselves and their belongings. Each resident must have an acceptable place to sleep.

Interior Air Quality - Each room or space within the shelter/facility must have a natural or mechanical means of ventilation. The interior air should be free of pollutants at a level that might threaten or harm the health of residents.

Water Supply - The shelter's water supply should be free of contamination.

Sanitary Facilities - Each resident should have access to sanitary facilities that are in proper operating condition. These facilities should be able to be used in privacy and be adequate for personal cleanliness and the disposal of human waste.

Thermal Environment - The shelter/facility must have any necessary heating/cooling facilities in proper operating condition.

Illumination and Electricity - The shelter/facility should have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There should be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.

Food Preparation – Emergency Shelter programs that offer food preparation areas should contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.

Transitional housing programs are required to offer separate food storage, preparation and service areas that are safe and sanitary.

Sanitary Conditions - The shelter should be maintained in a sanitary condition.

Fire Safety-Sleeping Areas - There should be at least one working smoke detector in each occupied unit of the shelter facility. In addition, smoke detectors should be located near sleeping areas where possible. The fire alarm system should be designed for a hearing-impaired resident. Shelters are expected to pass a fire safety inspection to be conducted by the local fire marshals office on an annual basis.

Fire Safety-Common Areas - All public areas of the shelter must have at least one working smoke detector. Shelters are expected to pass a fire safety inspection to be conducted by the local fire marshals office on an annual basis.

Grantees will be monitored for required documentation and compliance with this program requirement.

Other Programmatic Requirements

Americans with Disability Act (ADA) and Fair Housing Act Requirements (FHA)

SSG grantees must be in compliance with ADA and FHA requirements.

Further information can be found at <http://www.ada.gov> and <http://www.hud.gov/offices/fheo/FHLaws/index.cfm>

Four types of obligations must be met:

1. Implementation of nondiscriminatory policies and procedures
2. Affording reasonable accommodations as necessary in policies and procedures in order to provide equal enjoyment and use of their services
3. Providing auxiliary aids and services as necessary for effective communication (within a reasonable accommodation standard)
4. Providing physical access to and within the shelter (to the extent it is “readily achievable” to do so).

Additional guidance can be found at

http://www.nlchp.org/content/pubs/Q&A_DV_CivilRightsJuly%2020091.pdf

Preclusions of Service

SSG grantees may provide services to a specific targeted population. However, nondiscriminatory policies and procedures must be implemented. Any preclusions of service to individuals meeting the minimum targeted population criteria must be based on individualized assessments. These assessments must be based on objective evidence that the individual poses a “direct threat” to the health and safety of others and that risk cannot be mitigated by reasonable modifications to the shelter’s policies and procedures. “Direct threat” is determined by the nature and severity of the risk and how likely it is to occur. It cannot be based on stereotypes or generalizations.

Restrictions on children’s ages for emergency shelter or transitional housing programs are not permitted. Determination of the provision of services should be made on an individual basis.

Programs may consider factors related to sexual privacy as it relates to the structural layout of the program (i.e. if there are shared sleeping and bathroom facilities). Reasonable accommodations should be made in order to be as inclusive as possible.

Mandated Reporter Policy

Agencies receiving SSG funds must have a comprehensive policy in effect for mandatory reporting of suspected child abuse and neglect. All staff members must review and sign acknowledgement of the policy. All clients with children must review and sign acknowledgement of the policy. Appropriate training should be conducted and documented on this issue on a regular basis. Agencies are strongly encouraged to contact the local department of social services and domestic violence programs for on-going guidance on this issue.

Continuum of Care Planning Groups

DHCD requires applicants to be actively involved in their local Continuum of Care (CoC) planning group. Each applicant must be certified as an active client and as performing a needed and unduplicated service by their CoC Chairperson. If the chair for the applicant's CoC is an employee or volunteer at the applicant's agency, another CoC member in a leadership position should certify this assurance. A completed *Continuum of Care Participation Certification* must be submitted (see required documents).

Match

Grantees are required to provide a dollar-for-dollar match for the entire SSG award amount. The match must be for the specific project for which SSG funding is awarded and must be received and expended within the grant year. Allowable sources of match are cash, the value or fair rental value of any donated material or building, the value of any lease on a building, any salary paid to staff to carry out the program of the grantee and the value of the time and services contributed by volunteers to carry out the program of the grantee. Grantees must maintain and make available upon request source documentation related to match (volunteer logs, donation records, donation documentations, etc.).

Financial Management

Grantees must ensure compliance with regulations and requirements pertaining to the **following key areas of financial management:**

- Allowable costs
- Source documentation
- Internal controls
- Budget controls
- Cash management
- Accounting records
- Procurement
- Property asset controls
- Audits

Grantees must use SSG program funds only for eligible activities and in accordance with the DHCD-approved program budget. Any changes from the planned expenditures must be approved in advance by DHCD. SSG funds may not be used for activities other than those authorized in the regulations and approved by DHCD.

Internal controls refer to the combination of policies, procedures, defined responsibilities, personnel and records that allow an organization to maintain adequate oversight and control of its finances. As such, internal controls reflect the overall financial management system of an organization or agency. Budget controls, cash management, accounting records, procurement and property controls are sub-sets of the overall financial system.

Grantees will be monitored for required documentation and compliance with the program requirements.

A compliance monitoring may review the following:

- An organizational chart showing titles and lines of authority for all individuals involved in approving or recording financial (and other) transactions
- Written position descriptions that provide details of the responsibilities of all key employees
- A written policy manual specifying approval authority for financial transactions and guidelines for controlling expenditures
- Written procedures for the recording of transactions, as well as an accounting manual and a chart of accounts
- Adequate separation of duties to assure that no one individual has authority over an entire financial transaction
- Hiring policies to ensure that staff qualifications are equal to job responsibilities and that individuals hired are competent to do the job
- Control of access to accounting records, assets, blank forms, and confidential records are adequately controlled, such that only authorized persons can access them
- Procedures for regular reconciliation of its financial records, comparing its records with actual assets and liabilities of the organization
- Accounting records/source documentation
- Cash management procedures
- Procurement procedures
- Property controls
- Annual audit

HMIS

SSG grantees are required to report program participant-level data, such as the number of persons served and their demographic information, in a Homeless Management Information System (HMIS) database. HMIS is an electronic data collection system that facilitates the collection of information on persons who are homeless or at risk of becoming homeless that is managed and operated locally.

Please note that domestic violence shelters are exempt from the HMIS requirement, however these types of programs will be required to provide aggregate data for reporting purposes.

Audits

Grantees operating with an annual budget of \$500,000 or more are required to have annual audits conducted in compliance with OMB A-133 standards. Those grantees with annual

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budgets of less than \$500,000 should complete a review of financial statements annually conducted by an independent agent. Annual audits or review of financial statements, whichever is appropriate, must be within six months following the end of the grantee's fiscal year.

Time Sheets

Employee time sheets should reflect actual times, not percentages. Likewise, time sheets should be signed and dated (or equivalent electronic approval) by the employee and the supervisor having first-hand knowledge of the work performed. If the expenditures are paid for by more than one source (e.g., state, federal, United Way, private donations) the split costs should be accurately tracked within the grantee's accounting system.

Method of Payment

Disbursements will be made every other month based on DHCD's schedule. Grantees must submit *Requests for Reimbursement*. The *Requests for Reimbursement* are reviewed by DHCD staff and approved for reimbursement based on the information submitted. SSG monitoring will review full source documentation for specific reimbursement periods. Any item found to be ineligible and/or unsupported must be paid back in full to DHCD. DHCD reserves the right to reduce subsequent reimbursements by the amount of any ineligible and/or unsupported cost. Any grantee with unresolved findings or compliance issues may have reimbursement suspended. Any applicant with unresolved findings or compliance issues is ineligible for SSG funding through this program.

Grantees are required to receive funds via electronic transfer. To establish an account go to the Virginia Department of Accounts web site (<http://www.doa.virginia.gov>) and select EDI (Electronic Data Interchange) from the links on the right hand side of the page. The EDI guide then may be accessed through a link under the Trading Partner Information section.

DUNS Number

Grantees are required to register with Dun and Bradstreet to obtain a DUNS number, if they have not already done so. For more information see 73 FR23483, April 30, 2008 or go to: http://www.dnb.com/US/duns_update/.

Recordkeeping

Grantees must keep any records and submit any reports (including those pertaining to race, ethnicity, gender, and disability status data) that DHCD may require within the timeframe required. All program and program client records must be maintained for a minimum of five years.

Monitoring

DHCD is responsible for monitoring all SSG activities carried out by a grantee, to ensure that the program requirements are met. Monitoring may also be conducted by the Virginia Department of Social Services to determine whether the grantee complied with the requirements of this program.

Communications

All forms, publications and applications are available electronically on the DHCD website: <http://www.dhcd.virginia.gov>. In addition, DHCD uses email as the primary means of regular and on-going communication with grantees. Therefore, it is required that awarded agencies have ready access to a computer, with internet access and email addresses for employees. Grantees must inform DHCD of contact information changes.

Funding Distribution Formula for SSG

DHCD wants to ensure that the limited pool of funding that is received is used in the most effective way possible to help enable organizations to provide the necessary shelter services to homeless individuals and families of the Commonwealth. In order to do this, funding is based on performance measures in addition to the number of “beds” offered by organizations. It is the intent of DHCD to help organizations build their capacity and operate more efficiently and effectively.

SSG funds are divided into three allotments – 60 percent, 20 percent and 20 percent.

- The 60 percent allotment is used as base line funding and will be awarded on a per bed formula.
- The 20 percent utilization allotment is awarded based strictly on the historical utilization rates for agencies that have established grant projects related to this funding July 1, 2008 to December 31, 2009. This information was included on an Attachment A that was electronically transmitted to agencies currently SSG funded by DHCD. This allotment of funds was not available to new applicants.
- The 20 percent supportive services allocation was awarded based on the level of supportive services provided as outlined in the application.

Quarterly Reports

In order to maintain funding, organizations **must** electronically submit quarterly reports for all funded programs to DHCD by the 10th of the month following the end of the quarter. Late, incomplete or inaccurate information is grounds for delay in payment and/or termination of the grant agreement.

Child Services Coordination Grant (CSCG) Overview

The Virginia Department of Housing and Community Development (DHCD) awarded Child Services Coordination Grant (CSCG) funds to qualifying SSG grantees through an appropriation from the State General Fund.

The goal of CSCG is to support a child service coordination referral system in homeless shelters serving families with minor children.

Grantees were selected for a two year period (July 1, 2010 – June 30, 2012). Funds were awarded through a formula allocation to qualifying applicants. One year contracts will be issued for the first year period (July 1, 2010 – June 30, 2011) and will be renewable based on compliance, performance and available funding.

Funding

Awards were based on the monthly average number of children served over the 18 month period from July 1, 2008 to December 30, 2009. For applicants with less than an 18 month history of SSG funding through DHCD, awards were based on the monthly average number of children served over the six months period from July 1, 2009 to July 30, 2009.

DHCD reserves the right to de-obligate and reallocate grantee funds at any point during the contract term based on compliance, performance and the availability of funding.

Should a CSCG grantee's SSG funding be suspended or terminated due to compliance or performance issues, CSCG funding will be suspended and/or terminated accordingly.

Eligible Service Areas

CSCG is a statewide program and as such is available to providers throughout the Commonwealth of Virginia.

Applicant Eligibility

Applicants must receive State Shelter Grant funding through DHCD for the 2010-2011 fiscal year to be eligible for CSCG funding.

Eligible Activities

CSCG funds must be used to support coordination efforts that address the special health care, mental health and educational needs of homeless children residing in homeless shelters.

Activities must include:

- Referrals to address health concerns.
- Referrals to address mental health concerns.
- Coordination with the local Project Hope liaison.
- Referrals as appropriate to Department of Social Service.

Case files must include evidence of the above stated activities.

DHCD Shelter Grant Programs

HOMELESS CERTIFICATION

Applicant Name and Unique Identifier: _____

Staff Member Name: _____

☐ Household without dependent children (complete one form for each adult in the household)

☐ Household with dependent children (complete one form for household)

Number of persons in the household: _____

This is to certify that the above named individual or household is currently homeless based on the check mark, other indicated information, and signature indicating their current living situation.

Complete only one section with information on the primary cause of homelessness

Living Situation: A place not meant for human habitation (e.g., cars, parks, abandoned buildings, streets/sidewalks) or a domestic violence situation:

☐ The person(s) named above is/are currently living in a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus station, airport, or camp ground.

Description of current living situation:

☐ The person(s) named above is/are fleeing from a domestic violence situation and has no subsequent appropriate residence that has been identified and lacks the resources and support networks needed to obtain housing.

Third Party Verification:

Street Outreach Program Name (if applicable):

This certifying agency must be recognized by the local Continuum of Care (CoC) as an agency that has a program designed to serve persons living on the street or other places not meant for human habitation. Examples may be street outreach workers, day shelters, soup kitchens, Health Care for the Homeless sites, etc.

Authorized Agency Representative Signature: _____

Date: _____

Domestic Violence Service Provider Name (police, hospital, etc.- if applicable):

☐ Copy of relevant documentation attached (protective order, hospital discharge information, etc.-if applicable)

Authorized Agency Representative Signature: _____

Date: _____

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Self Declaration of Housing Status (Shelter Staff Certification must be completed):

☐ I [and my children] am/are currently homeless and living on the street (i.e. a car, park, abandoned building, bus station, airport, or camp ground).

☐ I [and my children] am/are the victim(s) of domestic violence and am/are fleeing from abuse

I certify that the information above and any other information I have provided in applying for housing assistance is true, accurate and complete.

Applicant Signature: _____ Date: _____

Shelter Program Staff Certification

I understand that third party verification is the preferred method of certifying homelessness or risk for homelessness for an individual who is applying for homeless assistance. I understand self declaration is only permitted when I have attempted to but cannot obtain third party verification.

Documentation of attempt made for third-party verification:

Shelter Staff Signature: _____ Date: _____

Living Situation: Eviction

☐ The person(s) named above is/are facing eviction within 7 days from current housing
☐ Copy of eviction notice is attached (required)

Living Situation: Emergency Shelter

☐ The person(s) named above is/are currently living in a supervised publicly or privately operated shelter as follows:

Emergency Shelter Program Name:

This emergency shelter must appear on the CoC's Housing Inventory Chart submitted as part of the most recent CoC Homeless Assistance application to HUD or otherwise be recognized by the CoC as part of the CoC inventory (e.g. newly established Emergency Shelter).

Authorized Agency Representative Signature: _____

Date: _____

Living Situation: Transitional Housing

☐ The person(s) named above is/are currently living in a transitional housing program for persons who are homeless. The persons(s) named above is/are graduating from or timing out of the transitional housing program:

Transitional Housing Program Name: _____

This transitional housing program must appear on the CoC's Housing Inventory Chart submitted as part of the most recent CoC Homeless Assistance application to HUD or otherwise be recognized by the CoC as part of the CoC inventory (e.g. newly established Transitional Housing program).

Authorized Agency Representative Signature: _____

Date: _____

Living Situation: Institution (hospital, prison or other)

☐ The person named above is being discharged from an institution after a stay of **less than** 30 days and was living immediately prior to admission in:

- ☐ A place not meant for human habitation (see above definition)
- ☐ A domestic violence situation (see above definition)
- ☐ An emergency shelter (see above definition)

☐ The person is being discharged within a week from an institution in which the person has been a resident for **more than** 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks to obtain housing

Third Party Verification:

Homeless Services Program Accessed Prior to Institutionalization (if applicable, for persons being discharged after a stay of less than 30 days): _____

This certifying agency must be recognized by the local Continuum of Care (CoC) as an agency that has a program designed to serve persons living on the street or other places not meant for human habitation. Examples may be street outreach workers, day shelters, soup kitchens, Health Care for the Homeless sites, etc.

Authorized Agency Representative Signature: _____

Date: _____

Name of Institution person is being discharged from: _____

Authorized Agency Representative Signature: _____

Date: _____

Self Declaration of Housing Status (For persons being discharged after a stay of less than 30 days. Shelter Staff Certification must be completed):

- ☐ I [and my children] were homeless and living on the street (i.e. a car, park, abandoned building, bus station, airport, or camp ground) prior to my institutionalization
- ☐ I [and my children] am/are the victim(s) of domestic violence and am/are fleeing from abuse

I certify that the information above and any other information I have provided in applying for housing assistance is true, accurate and complete.

Applicant Signature: _____ Date: _____

Shelter Program Staff Certification

I understand that third party verification is the preferred method of certifying homelessness or risk for homelessness for an individual who is applying for homeless assistance. I understand self declaration is only permitted when I have attempted to but cannot obtain third party verification.

Documentation of attempt made for third-party verification:

Shelter Staff Signature: _____ Date: _____